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23 April 1953

MEMORANDUM FOR THE RECORD

SUBJECT: Minutes of TLO Meeting Conducted on 8 April 1953

1. A meeting between personnel of the Office of Training and Training Liaison Officers was held at 10:00 A.M. in Room 117 Central Building on 8 April 1953.

2. The Director of Training pointed out that proper communication between the Office of Training and Agency personnel is very important to the success of the CIA training program. The problem of adequate communication can be solved only by cooperation and the exchange of information between the Office of Training and the various Training Liaison Officers. The Office of Training looks to the Training Liaison Officers to sell the training concept to their respective offices. Therefore, it is necessary that all Training Liaison Officers believe in and support the training philosophy that all personnel should receive appropriate training to prepare them for carrying out their assignments.

The Basic Intelligence Course is an extension of the principle, currently in effect in the Offices of the DD/P, that all personnel will be more effective in their job if they participate in a basic intelligence course. The Office of Training does not claim infallibility in determining what material should be presented in any particular training course. Therefore, recommendations for modification of the newly established Basic Intelligence Course will be accepted from any Office. It is our desire to present training courses which will meet most completely the needs of the using Offices, and this can be accomplished by constant review and modification of established courses as required.

3. The Chief, Programs Division, OTR(G), stressed the consultative role of the Office of Training in providing training programs to meet the needs of the various Offices. In this role, appropriate Office of Training personnel will develop, in consultation with the Training Liaison Officers, a training program to meet the objectives and solve the problem which has been identified by the Training Liaison Officer. Language-area programs are not limited to those specifically announced by the Office of Training. The initiative rests with the Training Liaison Officers in informing the Office of Training of the needs for specific language-area programs. Both external and internal language-area programs will be established as the need develops and the Training Liaison Officers so advise the Office of Training.

4. The Deputy Director of Training (General) informed the Training Liaison Officers that personnel selected for long-range training programs cannot be transferred to the Office of Training T/O while participating in the training program. The trainee slots on the Office of Training T/O were

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provided specifically for specially recruited Junior Officer Trainees. However, there are 50 rotational career service slots available to the various Offices of the Agency which possibly could be encumbered by personnel who are placed in a long-range training program.

5. The External Training Officer/Military, OTR(G), asked the Training Liaison Officers to stress the importance of having top-flight people apply for the Department of Defense Schools. The endorsements of the Assistant Directors or Staff Chiefs on applications for these schools are very important in assisting the Selection Boards in nominating candidates. All applicants, regardless of Office assignment, are considered on an equal basis. Applicants who are not selected but wish to be considered for the next program must re-submit an application. A summary of the program for each Department of Defense School will be prepared and forwarded to the Training Liaison Officers.

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6. The Assessment and Evaluation Staff, OTR, has prepared an evaluation procedure which will be available for all training programs offered by the Office of Training. The flow of information to the various Training Liaison Officers from the Assessment and Evaluation Staff is being reviewed.

7. The Chief, Clerical Training Branch, OTR(G), explained the difference between the clerical induction and the clerical orientation programs and stated that there was no overlap or repetition between the two programs.

8. The Chief, Support Staff, OTR, enjoined the Training Liaison Officers to plan ahead carefully to estimate their training requirements for fiscal years 54 and 55. The Office of Training pays all expenses, except salary, involved in training Agency personnel. Therefore, it is necessary for each Office to present its requirements for training, with proper justification for each required program, to the Office of Training so that adequate funds can be obtained to cover the cost of the training. It is extremely important that the Offices project their training plans into the future so that the Office of Training will have provided for all programs in its budget for 1954. The Budget Officer, OTR, has prepared a guide for submitting requirements for training which will be forwarded to all Offices soon. The Training Liaison Officer, OCI, suggested that the Personnel Evaluation Reports be used as a guide for planning ahead on training requirements.

9. The Chief, Orientation and Briefing Division, announced that the 10th CIA Orientation Program will be presented 5 through 8 May. Assignment of personnel to the program should be arranged with Mr. [REDACTED]

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10. It was agreed that Office of Training notices and announcements should state that all applications for training or any written communication with the Office of Training should be forwarded to the Office of Training through the Training Liaison Officer and other appropriate Office channels.

11. Meeting was concluded at 12:00.



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MATTHEW BAIRD
Director of Training

Distribution:

All Training Liaison Officers
All OTR Staff and Division Chiefs

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